

M e m o r a n d u m

Date: April 24, 2010

To: State Security Division

Attention: Chief D. S. MacGregor

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the State Security Division was conducted on May 24, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 19, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 35 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 25 items when rounded up to the next whole number (d).

April 24, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	11	31.43%	7.23	8
Telecommunications	17	48.57%	11.17	12
Fleet	3	8.57%	1.97	2
Weapons	4	11.43%	2.63	3
Total	35			25

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 20 of the 25 items were located. The five items not located had been transferred to other commands. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, six of the seven items reconciled. One item located at the State Security Division was listed on another command's inventory report; however, the State Security Division had a CHP 266 Credit Memo – Equipment form on file that recorded the transfer. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections by July 23, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

State Security Division

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April 24, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Field
Fiscal Management Section
Office of Inspections, Audits Unit

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
State Security Division - 080
March 19, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
PRINTER COLOR BUBBLEJET	123575				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
LAPTOP VAIO SUPERSLIM	123987				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
CASSETTE RECORDER	126221				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
COMPUTER	160875				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
CALCULATOR QS2760	85002				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
PRINTER	127457		X				Item transferred to command 7/7/09, CHP 266 attached.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
State Security Division - 080**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	123575	PRINTER COLOR BUBBLEJET				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
2	123987	LAPTOP VAIO SUPERSLIM				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
3	126221	CASSETTE RECORDER				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
4	160874	COMPUTER		X				
5	160875	COMPUTER				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
6	160876	COMPUTER		X				
7	165918	PRINTER		X				
8	85002	CALCULATOR QS2760				X		Item transferred, CHP 24 and CHP 266 dated 5/20/09 attached.
EQUIPMENT TO INVENTORY LIST								
1	165704	COMPUTER		X				
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)								
2	127457	PRINTER				X		Item transferred to command 7/7/09, CHP 266 attached.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
State Security Division - 080

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R100547	Cellular Telephone	MCGREGOR		07603804885	X					
2	R100548	Cellular Telephone	ROLIN		07603804934	X					
3	R44548	Mobile Repeater			7553051	X					
4	R44572	Mobile Repeater	3QPE051	6BBB764	7553117	X					
5	R53330	Mobile Radio	3QPE051	6BBB764	9542825	X					
6	R53376	Mobile Radio	6BEZ861	Reorg.2008	9543320	X					
7	R57113	Control Head - Mobile				X					
8	R63104	Hand-Held Radio	11333	MM #08-026	402A WW6542	X					
9	R80261	Control Head - Mobile	3QPE051	6BBB764		X					
10	R85485	Control Head - Mobile	3QPE064	6BEZ861		X					
11	R90430	Hand-Held Radio	11446	Reorg.2008	355CEC0789	X					
12	R93913	Scanner	3QPE051	6BBB764	320Z44003108	X					
EQUIPMENT TO INVENTORY LIST											
1	R40607	Mobile Radio			9523553	X					
2	R45382	Mobile Repeater	6BEZ861	Reorg.2008	7629294	X					
3	R54583	Scanner	6BEZ861	Reorg.2008	45007610	X					
4	R55907	Scanner			55002441	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	EW LOC
080	3QPE051	6BBB764	DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
080	3QPE064	6BEZ861	DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
080							

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
080 - State Security Division

February 24, 2010

Officer Issued Weapons

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
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Issued to officer:

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
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Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

SUPPORTING DOCUMENTATION

080-01

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
PHYSICAL INVENTORY ADJUSTMENT REQUEST
CHP 24 (Rev. 11-00) OPI 076

DISTRIBUTION:
WHITE & YELLOW - Return with Inventory
package through chain-of-command.
PINK - Keep at command.

DATE
05/20/2009

TO Fiscal Management Section, Inventory Control Unit	FROM (COMMAND) State Security Division	LOCATION CODE 080
DATE PHYSICAL INVENTORY PERFORMED 05/20/2009	PERSON CONDUCTING INVENTORY Pam Greeley	TELEPHONE NUMBER 843-3230
		<input checked="" type="checkbox"/> Public <input type="checkbox"/> CALNET

☐ Report complete - all items located

☒ Make changes listed below

☐ Report Complete - All items located

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)					D = DELETION	A = ADDITION	ADDITIONS ONLY (If known)			
CHP TAG NUMBER	SERIAL NUMBER	C	MANUFACTURER'S NAME	C	ITEM DESCRIPTION	C	D	A	PURCHASE NUMBER	PURCHASE DATE
132852			PANASONIC		TELEVISION WITH DVD/VHS			X		
165650	MXL83 907NT		HEWLETT PACKARD		COMPAQ DC 5			X		
97155			SHARP		COMPET QS-2 CALCULATOR			X		
					- CHP 266 attached; (3) items 081 -> 080					
149065	CNRX K50969		HEWLETT PACKARD		HP LASERJET 4250			X		
					- CHP 266 attached; (1) item 082 -> 080					

Attach supporting documentation for each transfer

TRANSFERS (A signed CHP 266, Credit Memo, or CHP 57, Motor Vehicle Assignment and Transfer, must be attached as documentation for each transfer)

CHP TAG NUMBER	SERIAL NUMBER	ITEM DESCRIPTION	TO LOC. CODE
104925	USCB044666	PRINTER LASERJET 6MP - Defective; Replaced with Asset #165918; CHP 266 attached	041
160875	MXL8231B82	COMPUTER - Assigned to Capt. Kyle Scarber 081; CHP 266 attached	081
147729	LVP1469	IMB LAPTOP - CHP 266 from 062 reflects transfer to EOS 082 (prev. 054)	082
		** DAD 080 reorg'd as ACIG 005 as of 6/01/08; email attached - CHP 266 attached reflects ITS 041 -> DAD 080 4/30/08	
157721	2UA8060CR7	COMPUTER HP DC5700	005
157732	2UA8060CR9	COMPUTER HP DC5700	010
157734	2UA8060COG	COMPUTER HP DC5700	005
		** SSD assumed 080 command number as of 6/01/08 The following (4) items are not in 080 command **	
123575	XADC01146	CANNON PRINTER COLOR BUBBLEJET - CHP 24 on file reflects 001 -> 080 in 1/04; See attached email	Remove
123987	R1958555	LAPTOP VAIO SUPERSLIM - CHP 266 on file reflects 001 -> 080 in 10/03; See attached email	Remove
126221	0513174	SONY CASSETTE RECORDER - CHP 24 on file reflects 090 -> 080 in 9/03; See attached email	Remove
85002	0D005061	CALCULATOR QS2760 - CHP 24 on file reflects 090 -> 080 in 9/03; See attached email	Remove

COMMANDER'S SIGNATURE

DIVISION CHIEF'S SIGNATURE

[Handwritten signatures]

☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by: _____

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
State Security Division	080	Pam Greeley	05/20/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Counterterrorism / Threat Awareness Section	081		
SHIPPED VIA <input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER'S SIGNATURE	

EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE)

PRINTED NAME

DATE _____

AUTHORIZED BY:

Mail From: Faye Howell

File Edit View Actions Tools Window Help

Close Reply Forward

Mail Properties Personalize

5/28/2009 11:46 AM

From: Faye Howell

To: Pam Greeley

CC: Doug Lyons

Subject: Re: Inventory Question

Hey Pam,

Ok, I think I have some information for you. The items with ** may belong to Legal Affairs (formerly called General Counsel-080). Are you able to go to their office and see if they have the equipment? If Legal Affairs confirms that they have the equipment (via email to me) then I can move it to the appropriate location code. I will also call Legal Affairs to see if I can get that information as well.

Refer to the **bold print** for the status of the other items. Someone in your office should have signed a credit memo in order to receive the equipment. Sgt. Doug Lyons at 081 assisted with 080 and 081s inventory during the HQ re-org and he may be able to assist you.

-Faye

>>> Pam Greeley 5/27/2009 11:02 AM >>>

State Security Division (080) became a division as of Jul-08. I have not been able to locate an inventory from last year. There are several items listed as being allocated to 080 which, to the best of my knowledge are not, and have not, been allocated to us. My question is, in this case do I actually have to list them as missing from our inventory, or misassigned to 080 in error?

The type of item may change the response/directive so here is the list of items in question.

ASSET NO	DESCRIPTION	MANUFACTURER	SERIAL NO	PO NO
123575	PRINTER COLOR BUBBLEJET	CANON	XADC01146	044D1012 (**CHP 24, transfer from 001 to 080, 1/04)
123987	LAPTOP VATO SUPERSLIM	SONY	R1958555	044H1021 (**CHP 266, transfer from 001 to 080, 10/03)
126221	CASSETTE RECORDER	SONY	0513174	090D1000 (**CHP 24, 080 - transfer from 090 to 080 9/03)
147729	LAPTOP	IBM	LVP1469	062H6020 (CHP 24, transfer from 062 to 080, 5/08)
157721	COMPUTER	HP	2UA8060CR7	041H7038 (CHP 266, transfer from 041 to 080, 4/08)
157732	COMPUTER	HP	2UA8060CR9	041H7038 (CHP 266, transfer from 041 to 080, 4/08)
157734	COMPUTER	HP	2UA8060COG	041H7038 (CHP 266, transfer from 041 to 080, 4/08)
160875	COMPUTER	HP	MXL8231882	041H7093 (CHP 266, transfer from 041 to 080, 5/08)
85002	CALCULATOR QS2760	HP	SHARP	(**CHP 24, transfer from 090 to 080, 9/03)

If you could let me know, it would be greatly appreciated.
Thanks

Pam Greeley, Office Assistant
CHP State Security Division 080
p. 916.843.3233 f. 916.843.3236
pgreeley@chp.ca.gov

* REMOVE ITEMS
LISTED IN ERROR

From: Faye Howell
To: Pam Greeley
CC: Joanne Morita; Peggy Springer
Date: 6/30/2009 9:07 AM
Subject: Re: Inventory Question
Attachments: Fwd: Re: Inventory Question

Pam,

All equipment assigned to the Departmental Affairs Division (DAD/080) in 2005, with the exception of the four items listed below, have been reassigned to different commands. In reviewing all documentation that we have on this issue, and with the abolishment of DAD in 2005, at which time the equipment was assigned to Joe Farrow, the equipment will continue to be assigned to Joe Farrow at location code 001.

Please attach a copy of this email to your inventory package as background information.

Joanne, please update Oracle to reflect the current location code as 001. I will put a copy of all documentation to date in the file. Thanks

-Faye

>>> Pam Greeley 6/16/2009 3:49 PM >>>
Faye,

Four down, four to go.
Thanks for all your assistance with this.
These are the only items remaining to be reconciled

123575	PRINTER COLOR BUBBLEJET	CANON	XADC01146	044D1012 (**CHP 24, transfer from 001 to 080, 1/04)
123987	LAPTOP VAIO SUPERSLIM	SONY	R1958555	044H1021 (**CHP 266, transfer from 001 to 080, 10/03)
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I think the consensus was that these items were left under the 080 command number in the database by error during the 2008 re-org. However, to correct the error in the database, we need to physically locate the item and document it's current command location, locate it's last known location in archives or report it as missing from 080, correct? I am not sure that my Chief will want to proceed with the later of the choices. I'll keep you posted on that. We may have to do option 1 or 2.

Well, I feel like we are making progress.
thx
Pam

>>> Faye Howell 5/28/2009 11:46 AM >>>
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85002	CALCULATOR QS2760	HP	SHARP	(**CHP 24, transfer from 090 to 080, 9/03)

If you could let me know, it would be greatly appreciated.
Thanks

Pam Greeley, Office Assistant
CHP State Security Division 080
p. 916.843.3233 f. 916.843.3236
pgreeley@chp.ca.gov

